

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/03/24 : CIA-RDP80M01133A000700130024-2

29 March 1974

MEMORANDUM FOR: Intelligence Community Staff
National Intelligence Office

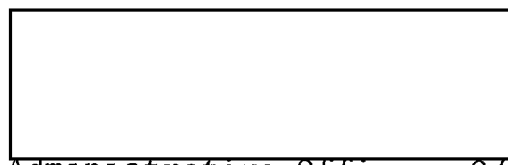
SUBJECT : Use of Personally Owned and Commercial
Transportation within the Washington Area

REFERENCE :



1. Petty cash reimbursement vouchers indicate that the use of privately owned vehicles and taxis for transportation to points served by Agency limousine and shuttle service may be increasing. Employees should be reminded that, while reimbursement for POV and taxis is not arbitrarily precluded, under normal circumstances, Government provided services should be utilized not only for the cost savings involved, but also for fuel conservation.

2. In those instances where use of privately owned vehicles, taxis, etc. between points served by the Agency bus system is necessary, please have the claimant indicate the reason for not using the Agency service on the "petty cash reimbursement" voucher. This will enable the approving officer to make a valid determination of the basis for the claim.



Administrative Officer, O/DCI

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